

ODP-81-421  
31 March 1981

MEMORANDUM FOR: Director of Information Services

THROUGH : Director of Data Processing

STAT FROM :   
Security Officer, ODP

SUBJECT : Application of Automatic Data Processing  
Systems to Information Security

REFERENCE : OIS Memo, OIS 81-249/1  
dated 13 March 1981

1. The Office of Data Processing provides and develops software applications for Agency users who establish program requirements for security of information. ODP also provides physical and systems security for protecting access to the hardware, developing, and installing software security features and foremost by restricting access to the systems by operating in a "Systems High Mode."

2. It would be more appropriate for the users responsible for the creating, accountability and disposal of classified National Security Information to comment on the results of the use of ADP Systems in support of their information security program.

3. On 26 March 1981,  OIS, stated that he was advised by the Information System Security Group/OS that the Chief of that group would supply information for the GSA inquiry and was in agreement with the above ODP response.



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81-249/1

13 MAR 1981

ODP # 81-339

MEMORANDUM FOR: Director of Data Processing  
Director of Security

FROM: Thomas H. White  
Director of Information Services

SUBJECT: Application of Automatic Data Processing Systems to  
Information Security

1. The attached letter from the Director of the Information Security Oversight Office (ISOO) directed to me requests Agency support in a study ISOO is conducting on the application of automatic data processing (ADP) systems to information security. The Office of Information Services does not have the information available to complete the questionnaire included, nor do we know your feelings as to whether or not the Agency desires to support this study.

2. I would appreciate it if you would review the attached letter and the survey questions, supplying any information you feel appropriate. If you feel it inappropriate for the Agency to participate in the study, please let me know so that I may so advise the Director of ISOO. In either case, may I have your response by 27 March so that I may reply prior to his 31 March deadline.

STAT

  
Thomas H. White

Attachment

05 1391

Mr. Thomas H. White  
Director of Information Services  
Central Intelligence Agency  
Washington, DC 20505

Dear Tom:

The Information Security Oversight Office (ISOO) is conducting a preliminary study on the application of automated data processing (ADP) systems to information security. The objective is to study the present day uses of ADP technology as it relates to the creation, accountability, and disposal of classified national security information and to determine if and/or how it can be applied on a government-wide basis to enhance the information security programs in the various agencies.

To assist in attaining our objectives in this study, ISOO has prepared a list of survey questions. Since your agency is known to use ADP systems as support in some of your information security programs, a copy of the survey questions is enclosed.

I ask your voluntary support in this matter and urge you to answer and return to ISOO the enclosed survey questions by March 31, 1981. At some later date we may expand our study to include an overview of computer systems in the agencies. If so, this will be handled through personal interviews.

Please direct any questions or comments to me or June Payne. We may be reached at 633-6880.

Sincerely,



STEVEN GARFINKEL  
Director

Enclosure

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ISOO SURVEY

USE OF ADP EQUIPMENT/SYSTEMS \*  
IN INFORMATION SECURITY PROGRAMS

AGENCY: \_\_\_\_\_

ACTIVITY, OFFICE, DIVISION: \_\_\_\_\_

NAME AND TITLE OF RESPONDER: \_\_\_\_\_

DATE: \_\_\_\_\_

\*NOTE: FOR THE PURPOSE OF THIS STUDY, ADP EQUIPMENT/SYSTEMS DOES NOT INCLUDE WORD  
PROCESSING EQUIPMENT.

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1. When did you start using ADP computer equipment in the management of your information security program?
- 

2. How did you determine the need for computerization in your information security program?
- 

3. Did you have any difficulties in getting authorization for use of computer systems? What were the major difficulties?

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4. What aspects of the information security program are being supported by ADP systems?  
(Brief explanation)
- a. Control system for accountable classified material?
  - b. Inventories? Top Secret? Secret? Confidential?
  - c. Personnel security clearances?
  - d. Control of passes?
  - e. Mandatory review for declassification?
  - f. Systematic review for declassification?
  - g. Other declassification programs?
  - h. FOIA requests involving classified information
  - i. Other (specify) \_\_\_\_\_
- \_\_\_\_\_

- 
5. Are reports generated as a result of ADP processing?  
What kinds? Are they used by other agencies? (If so, explain.) How frequently are they updated?

- 
6. Has the use of ADP systems in your information security program been evaluated for cost effectiveness?  
(If so, explain.)

7. Is manual processing of data a practical alternative in times of ADP computer system outages?
- 

8. How many members of the security staff have had formal training in computer science? How many are qualified to operate a terminal to make inputs and retrieve information?
- 

9. What problems have you encountered in application of ADP to the information security program (management and operational)?
- 

10. What benefits have you encountered in application of ADP to operation and management of the information security program, i.e. decreased costs, decreased personnel staff, improved controls, etc.?
- 

11. Would you recommend use of computers to agencies with limited information security programs? (Costs vs. benefits?) If so, in what areas?



## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Application of Automatic Data Processing Systems to Information Security

FROM: Thomas H. White  
Director of Information Services  
1206 Ames Building

EXTENSION

NO.

DATE

13 MAR 1961

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.	D/ODP 2D0105 Headquarters		3/17	J
2.	ED		3/17	GD
3.	DD		3/17	ED
4.	C/MS		3/18	AD
5.	ODP/50		3/31	FE
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

- Applications will be made  
by 3/20/61

Action  
Done 3/26

1-4,5  
I assume Fred will  
work closely with OS  
on this one. J